

HOUL – IV-E Household List

This screen is part of the IV-E financial eligibility determination process. The screen lists members of the household along with bypass, specified relative and general determination information. Only IV-E unit staff will have update access to this screen.

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CAFSHOUL          IV-E HOUSEHOLD LIST          07/08/2016   15:12
USER ID:  C81285    MODIFY          PAGE NO:    1
CAPS ID:  00001654   00   NAME: DOE, ANNETTE

BYPASS:          BYPASS REASON:
COMMENTS:

SPECIFIED REL CAPS ID: 00001655   LAST NAME: DOE   FIRST NAME: JANE
REL: BMR VER: Y SPECIFIED RELATIVE COMMENTS ARE ENTERED HERE_

IV-E FINANCIAL ELIGIBILITY: PEN DETRM TYPE: RDD DATE APP INITIATED: 06/30/2016
FNCL MONTH: 06/2016 DEPRIVATION: UNE SHELTER OBLIGATION: Y VER: HRD CTZ: Y

TO SELECT, ENTER A=ADD, M=MODIFY, D=DELETE
SEL CAPS ID LAST NAME FIRST NAME REL FILING/DEEMED
_ 00001654 DOE ANNETTE CLT FIU
COMMENTS:
_ 00001655 DOE JANE BMR FIU
COMMENTS:
_
COMMENTS:

PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client who was entered on the DETL (IV-E Determination List) screen.

NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

BYPASS

Enter "Y" (yes) if the client does not meet the IV-E eligibility requirement for a non-financial reason.

BYPASS REASON (F12)

If "Y" (yes) is entered in the BYPASS field, enter the reason the IV-E determination is being bypassed.

COMMENTS

If “Y” (yes) is entered in the BYPASS field, enter comments related to the selected bypass reason.

SPECIFIED RELATIVE CAPS ID (F12)

Enter the CAPS ID of the specified relative for the client. This ID can also be selected by pressing F12 to access the PERS (Person Search) screen or by pressing F10 to access the RELL (Relationship List) screen for the client. *Specified relative is not required to update this screen. However, it is required to finalize the determination. CAPS ID is also not required – you can add the specified relative by LAST NAME and FIRST NAME.*

LAST NAME

Enter the last name of the specified relative. *If the person was selected from F12 or F10 lookup, this field will default.*

FIRST NAME

Enter the first name of the specified relative. *If the person was selected from F12 or F10 lookup, this field will default.*

REL (F12)

Enter the relationship of the specified relative to the client. *If the person was selected from F10 lookup, this field will default to the listed relationship on the RELL (Relationship List) screen.*

VER

Enter “Y” (yes) if the specified relative has been verified or “N” (no) if the specified relative has not been verified. *There is a second field after the verification flag where comments can be entered regarding the verification.*

IV-E FINANCIAL ELIGIBILITY (F12)

This field will display the current status of the determination.

DETRM TYPE (F12)

This field will display the type of determination.

DATE APP INITIATED

If adding a determination, this field will default to current date. If inquiring or modifying a determination, this field will display the date the determination was originally added.

FNCL MONTH

Enter the month (MM/YYYY) the financial determination is being completed for. *Financial month is required even if a BYPASS REASON has been entered.*

DEPRIVATION (F12)

Enter the appropriate deprivation for the client. *Deprivation is not required to update this screen. However, it is required to finalize the determination.*

SHELTER OBLIGATION

Enter “Y” (yes) if an individual in the filing unit has a shelter obligation or “N” (no) if nobody in the filing unit has a shelter obligation. *Shelter obligation is not required to update this screen. However, it is required to finalize the determination.*

VER (F12)

If SHELTER OBLIGATION is marked “Y” (yes), enter the verification method.

CTZ

Enter “Y” (yes) if the client is a United States citizen or “N” (no) if the client is not a United States citizen. *Citizenship is not required to update this screen. However, it is required to finalize the determination.*

SEL

Enter “A” to add a household member, an “M” to modify a household member or “D” to delete a household member.

CAPS ID (F12)

Enter the CAPS ID of the household member you want to add to the household list (the CAPS ID of the client will default to the household list). This ID can also be selected by pressing F12 to access the PERS (Person Search) screen or by pressing F10 to access the RELL (Relationship List) screen for the client. *CAPS ID is not required – you can add the household member by LAST NAME and FIRST NAME, unless they are part of the filing unit (FIU) or are identified as Deemer 1 (D1E) or Deemer 2 (D2E).*

LAST NAME

Enter the last name of the household member. *If the person was selected from F12 or F10 lookup, this field will default.*

FIRST NAME

Enter the first name of the household member. *If the person was selected from F12 or F10 lookup, this field will default.*

REL (F12)

Enter the relationship of the household member to the client. *If the person was selected from F10 lookup, this field will default to the listed relationship on the RELL (Relationship List) screen.*

FILING/DEEMED UNIT (F12)

Enter if the household member is part of the filing unit, is a deemer or is a deemed child. *There can only be one Deemer 1 and Deemer 2 and there can only be deemed children if deemer's exist.*

COMMENTS

Enter any comments for the information entered on the household member. *This field is optional.*

Additional Information

When a determination contains a bypass reason, the system will automatically place the determination in “denied” status due to non-financial reasons. If a bypass is entered in error, the determination can be modified (same day) or a modified initial can be added.

When a determination does not contain a verified specified relative, the system will automatically place the determination in “denied” status due to no verified specified relative.

For redeterminations, this screen will only display the client. For modified determinations (initial, redetermination, redetermination of deprivation), the household information will default from the selected determination.

Deleting household members:

A household member cannot be deleted if they are listed as part of the filing unit or as a deemer and there is income associated to their ID on the INCL (IV-E Income List) screen.

A household member cannot be deleted if they are listed as part of the filing unit and there are resources associated to their ID on the RESL (IV-E Resource list) screen.

A household member cannot be deleted if they are listed as a deemer and there are deemed children also listed. *If deemer's and deemed children are deleted, the associated details on the DEEM (IV-E Deeming Worksheet) screen will also be deleted.*

Household members cannot be deleted on redeterminations or modified redeterminations.

Modifying household members:

A household member's CAPS ID or Filing/Deemed Unit code cannot be modified from “filing unit” to something else if there is income associated to their ID on the INCL (IV-E Income List) screen or resources associated to their ID on the RESL (IV-E Resource List) screen.

If a household member's CAPS ID or Filing/Deemed Unit code is modified from deemer/deemed children to filing unit, the associated details on the DEEM (IV-E Deeming Worksheet) screen will be deleted.

Household members cannot be deleted on redeterminations or modified redeterminations.

Adding household members:

If any household members are added and listed as Deemer 2 (D2E) or as deemed children and details already exist on the DEEM (IV-E Deeming Worksheet) screen, those details will be deleted and will need to be recalculated.